

VETS-100/VETS-100A Reporting System

User Manual for 2011



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Overview

The VETS 100 System

The VETS 100 System is a system created by the Department of Labor enabling employers to submit their annual report on the number of current employees who are covered veterans as well as to report the number of new hires during the reporting period who are qualified covered veterans. It also enables Federal Contracting Officers to view the reports received from Federal contractors and subcontractors.

To use the system, you need to log into the VETS 100 system, open a browser window and go to <https://webapps.dol.gov/vets100>. (Figure 1)



Figure 1 – Initial VETS100 Screen

Before You File

Do You Need to File?

(NOTE: Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.)

1. Click the Login Tab on the first page. (Figure 2)

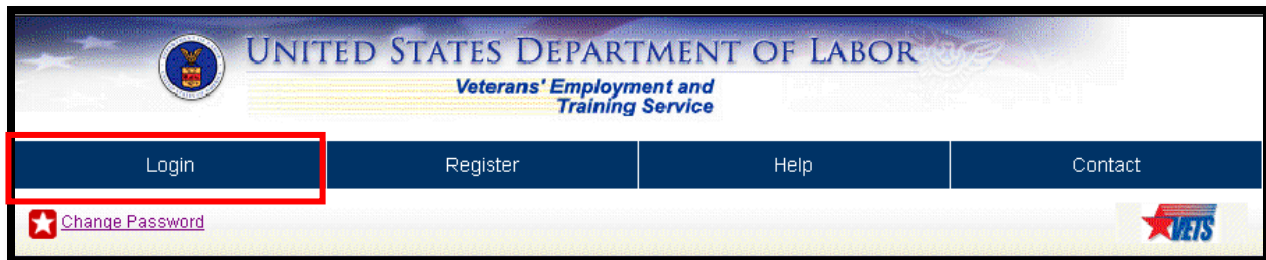


Figure 2 – Login Tab

- At the bottom of the Login Screen (Figure 3), click the Report Wizard link to determine which report, (VETS-100 or VETS-100A) if any, your company is required to complete.

VETS100 Login, Current Cycle:2011

Important Note for all VETS100 Users:

Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.

To access the VETS100 application, please choose from the options below:

- To register a company for the 2011 cycle : [Register for the 2011 cycle.](#)
- To log into the VETS100 system (for those who have registered for the 2011 cycle) :

EMAIL:

Password:

- If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
- If your company has already completed a registration for 2011 cycle and you want to add another company contact person: [Create New User for Existing Company.](#)
- If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Report Wizard

Use the [Report Wizard](#) to determine which report (VETS-100 or VETS-100A) if any your company is required to complete.


Figure 3 – VETS100 Login Screen

3. Answer each question.
4. Click the SUBMIT button.

(NOTE: Depending on your answers you may be asked an additional question. Click the SUBMIT button after answering each question).

5. Once the Wizard has collected enough detail it will determine whether you are required to file and, if so, which form(s) you need to complete.
6. If no form is required (Figure 4), you are encouraged to print and save this screen in case there are any questions about your filing status at a later date.

Login Register Help Contact

[Forgot Password / Reset Password](#) 

Back

Vets100 Report Wizard

Welcome! This wizard will help you determine which version of the VETS-100 Report your company is required to file.

Is your firm a Bank or Financial Institution that sells U.S. Savings Bonds or are you FDIC insured?

☐ Yes ☒ No

Does your firm have a CURRENT Federal contract that was awarded prior to December 1, 2003 with a value of \$25k or more?

☐ Yes ☒ No

Does your firm have a CURRENT Federal contract that was awarded on or after December 1, 2003 with a value of \$100k or more?

☐ Yes ☒ No

Submit

Vets100 Form is NOT required

Vets100A Form is NOT required

Figure 4 – Wizard Results

If you are required to file a VETS100 Report you must complete a new registration for the VETS100 application. This is true even if you have filed a VETS100 report in the past. You will receive a new Company Code. Only the new company code will allow you to access your account.

Register

If you are trying to file either the VETS 100 or VETS 100A for 2011 for first time, click on either the Login or Register Tab. Either tab will bring you to the VETS100 Login Screen. (Figure 6)

1. Click the link: [Register for the 2011 cycle.](#)

The screenshot displays the VETS100 Login interface. At the top, the header includes the United States Department of Labor logo and the text "Veterans' Employment and Training Service". Below this is a navigation bar with buttons for "Login", "Register", "Help", and "Contact". A red box highlights the "Register" button. Below the navigation bar is a "Change Password" link. The main content area is titled "VETS100 Login, Current Cycle:2011". It features an "Important Note for all VETS100 Users:" regarding a system change effective 10/31/2011, stating that all historical user accounts were removed and new registration is required. Below the note, it instructs users to choose from the following options:

1. To register a company for the 2011 cycle: [Register for the 2011 cycle.](#)
2. To log into the VETS100 system (for those who have registered for the 2011 cycle):

Below these options are input fields for "EMAIL:" and "Password:", followed by a "Login" button.

3. If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
4. If your company has already completed a registration for 2011 cycle and you want to add another company contact person: [Create New User for Existing Company.](#)
5. If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Below these links is a "Report Wizard" section, which includes a link to the "Report Wizard" to determine which report (VETS-100 or VETS-100A) is required for completion.

Figure 6 – Register for 2011 Cycle

2. Enter your company's information in the form.
3. Click the REGISTER button. (Figure 7)

Note: If you are a Contracting Officer, please register using the [Contracting Officer Registration Page](#)

If you already have a VETS-100/100A Company Number, but do not have a login, please register using the [Existing Company Registration Page](#)

Company Information

Employer Identification Number (EIN):

Company Name:

Address:

City: State: ZIP:

County:

Contact Info

First Name:

Last Name:

Email:

Phone:

Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.

Password:

Confirm Password:

If you have already registered and have a confirmation code, please enter the code on the [Registration Confirmation Page](#)

Figure 7 – Register for 2011

4. To view definitions for any terms on this screen, click the Help tab and open [VETS Frequently Asked Questions](#) (Figure 8).

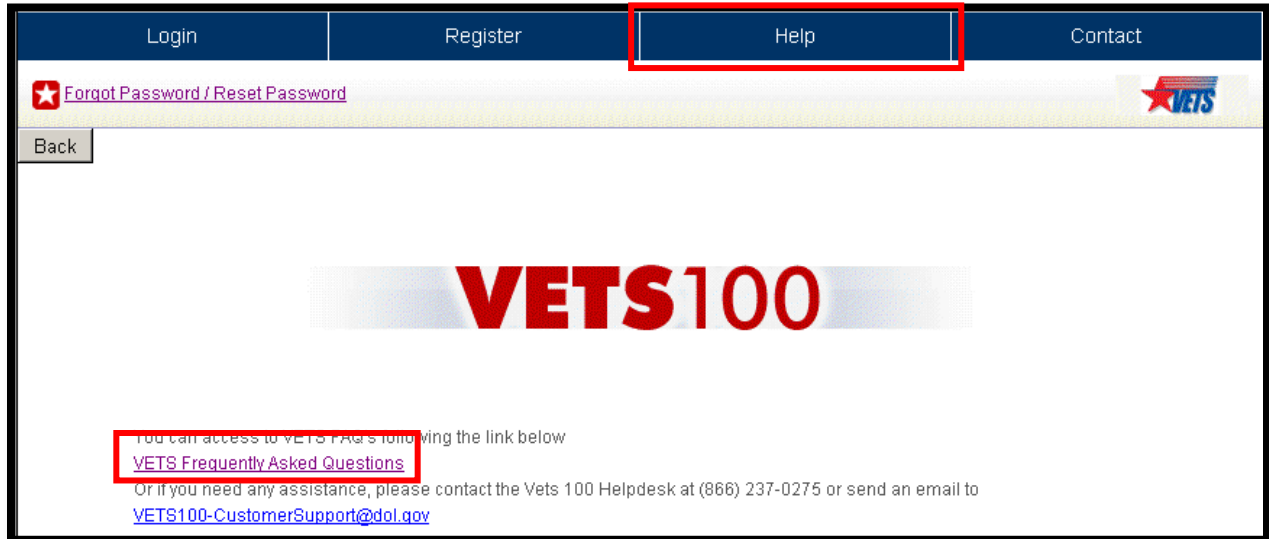


Figure 8 – Frequently Asked Questions

5. After clicking REGISTER, an email confirming successful registration (Figure 9) will be sent to your chosen email account.

(NOTE: There may be a several minute delay before this message is received.)

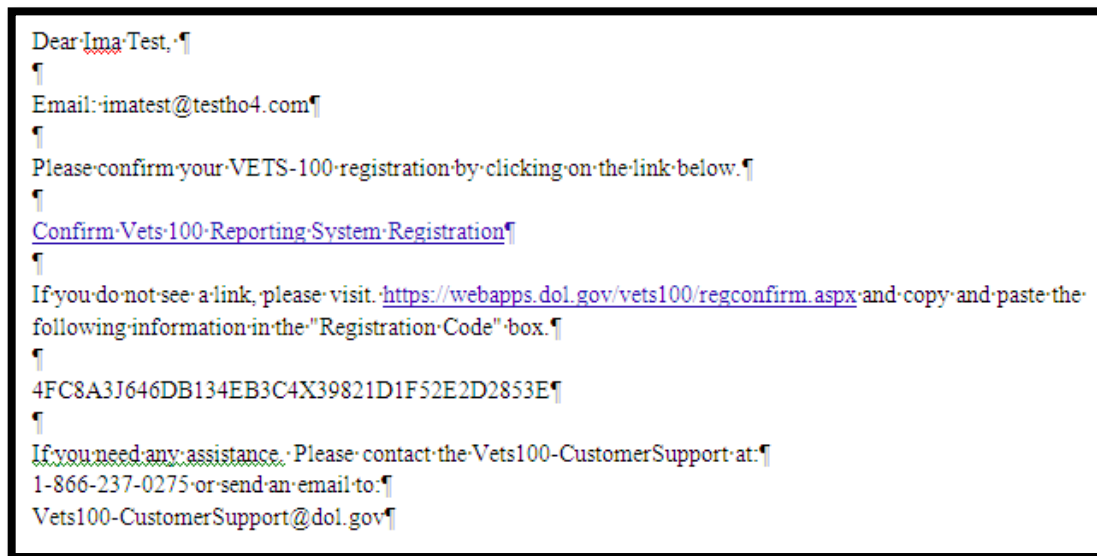


Figure 9 - Confirmation Email

6. Open the email message and click [Confirm VETS-100 Report Registration](#) to proceed.

(NOTE: You can also access the Registration Confirmation Page from the Registration screen (Figure 7).

7. Copy the validation code from your e-mail message.
8. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 10)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

Click the SUBMIT button.

Registration Confirmation

Please paste in the validation code from your confirmation email and press Submit.

4FC8A3J646DB134EB3C4X39821D1F52E2D2853E

Submit

Figure 10 – Submit Confirmation Code

Create a New User for an Existing Company

If your company has filed a report during the 2010 cycle and you want to add another contact person, click the link within item #4 “Create New User for Existing Company” (Figure 11).

The screenshot shows the VETS100 login page. At the top is the header for the United States Department of Labor, Veterans' Employment and Training Service. Below the header is a navigation bar with links for Login, Register, Help, and Contact. A 'Change Password' link is also visible. The main content area features the 'VETS100' logo and a login section. A red box highlights the link 'Create New User for Existing Company' under item 4. Other links include 'Register for the 2011 cycle', 'Forgot Password?', 'Contracting Officer Registration Page', and 'Report Wizard'.

UNITED STATES DEPARTMENT OF LABOR
Veterans' Employment and Training Service

Login Register Help Contact

Change Password

VETS100

VETS100 Login, Current Cycle:2011

Important Note for all VETS100 Users:

Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.

To access the VETS100 application, please choose from the options below:

1. To register a company for the 2011 cycle : [Register for the 2011 cycle.](#)
2. To log into the VETS100 system (for those who have registered for the 2011 cycle) :

EMAIL:

Password:

Login

3. If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
4. If your company has already completed a registration for 2011 cycle and you want to add another company contact person:
[Create New User for Existing Company.](#)
5. If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Report Wizard


Use the [Report Wizard](#) to determine which report (VETS-100 or VETS-100A) if any your company is required to complete.

Figure 11 – Creating a New User for an Already Registered Company

1. Enter your company's information. (Figure 12)

(NOTE: You will need to know your company's VETS100 Company Number and EIN).

Login Register Help Contact

[★ Change Password](#) 

[Back](#)

New User for Existing Company Registration

Note: If you are a Contracting Officer, please register using the [Contracting Officer Registration Page](#)

Company Information

VETS-100 Company Number:

Employer Identification Number (EIN):

Contact Info

First Name

Last Name

Email:

Phone:

Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.

Password:

Confirm Password:

[Register](#)

If you have already registered and have a confirmation code, please enter the code on the [Registration Confirmation Page](#)

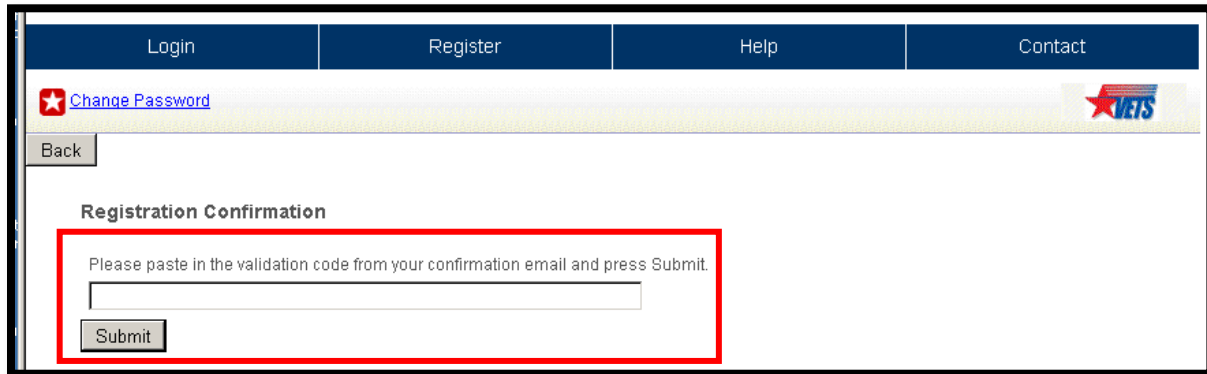
Figure 12 – New User for an Existing Company Registration Page

2. After you click REGISTER, an email confirming successful registration (Figure 10) will be sent to your chosen email account.
3. Open the email message and click [Confirm VETS-100 Report Registration](#) to proceed. You can also access the Registration Confirmation Page from the Registration Screen (Figure 7).

4. Copy the validation code in your e-mail message. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 13)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

5. Click the SUBMIT button.



Registration Confirmation

Please paste in the validation code from your confirmation email and press Submit.

Submit

Figure 13 – Submit Confirmation Code

Contracting Officer Registration

If this is your first time accessing the VETS100 system since 11/01/2011 you must register. Click [Contracting Officer Registration Page](#) from the main screen as shown in Figure 14.

UNITED STATES DEPARTMENT OF LABOR
Veterans' Employment and Training Service

Login Register Help Contact

[Change Password](#)

VETS100

VETS100 Login, Current Cycle:2011

Important Note for all VETS100 Users:

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To access the VETS100 application, please choose from the options below:

1. To register a company for the 2011 cycle : [Register for the 2011 cycle.](#)
2. To log into the VETS100 system (for those who have registered for the 2011 cycle) :

EMAIL:

Password:

Login

3. If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
4. If your company has already completed a registration for 2011 cycle and you want to add another company contact person: [Create New User for Existing Company.](#)
5. If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Report Wizard

Use the [Report Wizard](#) to determine which report (VETS-100 or VETS-100A) if any your company is required to complete.

Figure 14 – Contracting Officer Registration

1. Complete the registration form by entering your company's information into the appropriate fields and click the REGISTER button as shown in Figure 15.

(NOTE: To register as a contracting officer, you are required to use an email address from a .gov, .mil, or .edu domain.)

The screenshot shows a web interface for the VETS100/100A Contractor User Manual. At the top, there is a navigation bar with links for Login, Register, Help, and Contact. Below this, there is a 'Change Password' link with a star icon and the VETS logo. A 'Back' button is located on the left. The main section is titled 'Contracting Officer Registration'. Under the heading 'Contracting Officer Contact Information', there are several input fields: Organization (Government Agency), First Name (Contracting), Last Name (Officer), Email (GAgency@testagency.gov), and Phone ((555)555-1212). Below the phone field, there is a password requirement note: 'Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.' There are two password input fields, one labeled 'Password:' and the other 'Confirm Password:'. Both fields are masked with dots. At the bottom left, there is a 'Register' button.


Login	Register	Help	Contact
★ Change Password 			
Back			
Contracting Officer Registration			
Contracting Officer Contact Information			
Organization	Government Agency		
First Name	Contracting		
Last Name	Officer		
Email:	GAgency@testagency.gov		
Phone:	(555)555-1212		
Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.			
Password:	●●●●●●●●		
Confirm Password:	●●●●●●●●		
Register			

Figure 15 – Contracting Officer Registration Data Entry

1. After you click REGISTER, an email confirming successful registration (Figure 16) will be sent to your chosen email account.



Figure 16 – Confirmation Email

2. Open the email message and click Confirm VETS-100 Report Registration to proceed.

(NOTE: You can also access the Registration Confirmation Page from the Registration Screen) (Figure 7)

3. Copy the validation code from your e-mail message. Paste this string of letters and numbers into the Registration Confirmation field. (Figure 17)

(NOTE: You can also write the code on a piece of paper to retype in the form, however, the electronic copy and paste functions will prevent entry errors)

4. Click the SUBMIT button.

A screenshot of the VETS100 web application's "Registration Confirmation" page. The page has a navigation bar with "Login", "Register", "Help", and "Contact". Below the navigation bar is a "Change Password" link with a star icon and the VETS logo. A "Back" button is visible. The main content area is titled "Registration Confirmation" and contains the instruction "Please paste in the validation code from your confirmation email and press Submit." Below this instruction is a text input field containing the validation code "9AC8A3J646DB134EB3C4X39821D1F52E2D4532E". A "Submit" button is located below the input field. The entire form area is highlighted with a red rectangular border.


Figure 17 – Submit Confirmation Code

Enter/Edit Information

Login

If you have already registered your company, enter your credentials (email and password) and click Login as shown in Figure 18.

[Login](#) [Register](#) [Help](#) [Contact](#)

[★ Change Password](#) 

[Back](#)

VETS100

VETS100 Login, Current Cycle:2011

Important Note for all VETS100 Users:

Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.

To access the VETS100 application, please choose from the options below:

1. To register a company for the 2011 cycle : [Register for the 2011 cycle.](#)
2. To log into the VETS100 system (for those who have registered for the 2011 cycle) :

EMAIL:

Password:

[Login](#)

3. If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
4. If your company has already completed a registration for 2011 cycle and you want to add another company contact person: [Create New User for Existing Company.](#)
5. If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Report Wizard

Use the [Report Wizard](#) to determine which report (VETS-100 or VETS-100A) if any your company is required to complete.

Figure 18 – System Login

Main Menu

After logging in, the Main Menu will load. (Figure 19)

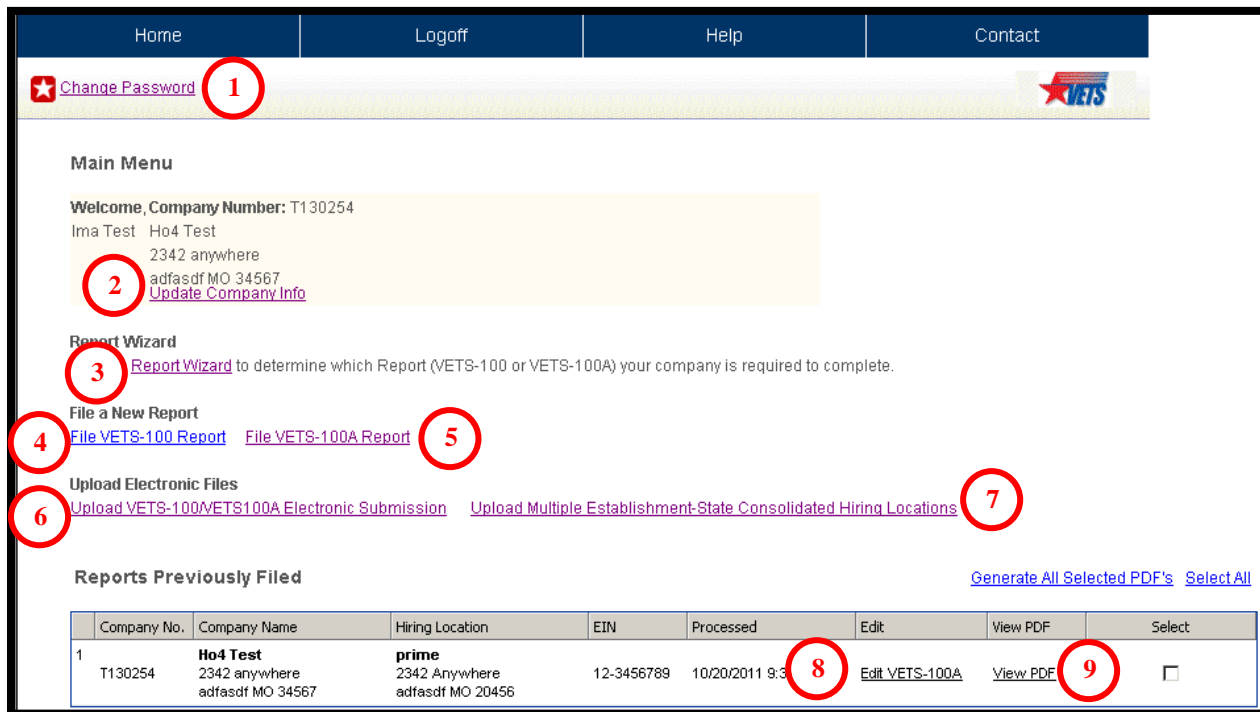


Figure 19 – Main Menu

Several tasks can be initiated using the links on this screen.

LINK	ACTION
Change Password	Change your password
Update Company Info	Update any of your company information except the company number.
Report Wizard	Determine if you have to file and which form(s) to file if you do
File VETS100 Report	Electronically file a VETS100 Report
File VETS100A Report	Electronically file a VETS100S Report
Upload VETS-100/100A Electronic Submission	Upload your VETS 100/100A Report(s) in batch format
Upload Multiple Establishment – State Consolidated Hiring Locations	Upload your VETS Multiple Establishment – State Consolidated Hiring Locations Report in batch format
Edit reports	Edit any previously filed report
View Reports Previously Filed	View any of your previously filed reports

1. Change Password

To change your password, click the [Change Password](#) link on the Main Menu page. The Reset Password screen will appear as shown in Figure 20.

1. Enter your new password.
2. Re-enter it in the confirm password field.
3. Click the RESET PASSWORD button.
4. A message will either confirm the change or explain why it was unsuccessful. (i.e. Password and Confirm Password must match).

The figure consists of two screenshots of the VETS100/VETS100A web application's 'Reset Password' screen. Both screenshots have a top navigation bar with links for Home, Logoff, Help, and Contact. Below the navigation bar is a header section with a 'Change Password' link and a VETS logo. A 'Back' button is located on the left side of the main content area. The main content area is titled 'Reset Password' and includes a password requirement notice: 'Password must be at least 8 characters, use at least one digit and one alphabetic character, and must not contain special characters.'

The top screenshot shows the input fields for 'New Password:' and 'Confirm Password:', along with a 'Reset Password' button. These three elements are enclosed in a red rectangular box. The bottom screenshot shows the same screen, but the 'Reset Password' button is disabled, and a red rectangular box highlights the message 'Password was successfully changed.' displayed below the button.

Figure 20 – Reset Password

2 Update Company Information

Your company number is unique and is generated by the system. All other company information can be changed by following these steps: (Figure 21).

1. Change any value on this screen except Company Number.
2. Click the SAVE RECORD button.

The screenshot shows a web application interface for updating company information. At the top, there is a navigation bar with links: Home, Logoff, Help, and Contact. Below this is a header area with a 'Change Password' link and a VETS logo. The main form area contains several input fields and sections:

- Company No.:** A text field containing 'T130264', highlighted with a red box.
- Company:** A text field containing 'Ho4 Test'.
- Address:** A text field containing '2342 anywhere'.
- City:** A text field containing 'adfasdf'.
- County:** A text field containing 'Culpepper'.
- State:** A dropdown menu currently showing 'MO'.
- Zip:** A text field containing '34567'.
- EIN:** A text field containing '32-2322344'.
- Primary Contact Info:** A section containing:
 - First Name:** A text field containing 'Iima'.
 - Last Name:** A text field containing 'Test'.
 - Tel:** A text field containing '(555) 555-5555 ext. '.
 - Email:** A text field containing 'imatest@testho4.com'.
- Notes:** A large text area for additional information.
- Status:** A dropdown menu currently showing 'Active'. The dropdown is open, showing options: 'Active', 'Invalid Address', and 'Inactive'.
- Save Record:** A button at the bottom left of the form.

Figure 21 – Update Company Information

3. Report Wizard

This wizard is exactly the same as the one accessed from the login screen. For details on how to run the wizard see the Report Wizard section of this manual starting on page 2.

4. File VETS 100 Report

Enter company information in this screen to complete the VETS-100 report. (Figure 22)

1. Change any accessible value on this screen.

(NOTE: To view definitions for any term on this screen, click the Help tab and open [VETS Frequently Asked Questions](#))

2. Click the SUBMIT button.

The screenshot displays the VETS-100 report form. At the top, there is a navigation bar with links: Home, Logoff, Help, and Contact. Below this is a 'Change Password' link and a 'Back' button. The main section is titled 'New Hiring Location Vets-100'. It contains several input fields: 'Org Type' (dropdown), 'Form Type' (dropdown), 'MSC #' (text), 'Period Ending' (date), 'Company No.' (text), 'EIN' (text), 'Name of Parent Company' (text), 'Address' (text), 'County' (text), 'Name of Primary Contact' (text), and 'Telephone' (text). Below these are fields for 'Name of Hiring Location', 'Address', 'City', 'County', 'State' (dropdown), and 'Zip'. At the bottom of this section are fields for 'NAICS', 'DUNS', and 'EIN'. The second part of the form is a table for 'NUMBER OF EMPLOYEES' and 'NEW HIRES (PREVIOUS 12 MONTHS)'. The table has columns for 'Job Categories', 'Special Disabled Veterans (L)', 'Vietnam Era Veterans (M)', 'Other Protected Veterans (N)', 'Special Disabled Veterans (O)', 'Vietnam Era Veterans (P)', 'Recently Separated Veterans (Q)', 'Other Protected Veterans (R)', and 'Total New Hires, Both Veterans and Non-Veterans (S)'. The rows represent job categories: Officials and Managers, Professionals, Technicians, Sales Workers, Office and Clerical, Craft Workers (Skilled), Operative (Semi-skilled), Laborers (Unskilled), Service Workers, and Total. Each cell in the table contains a small input field for numerical data. Below the table are fields for 'Maximum Number' and 'Minimum Number', and a 'Submit' button.

Job Categories		NUMBER OF EMPLOYEES			NEW HIRES (PREVIOUS 12 MONTHS)				Total New Hires, Both Veterans and Non-Veterans (S)
		Special Disabled Veterans (L)	Vietnam Era Veterans (M)	Other Protected Veterans (N)	Special Disabled Veterans (O)	Vietnam Era Veterans (P)	Recently Separated Veterans (Q)	Other Protected Veterans (R)	
Officials and Managers	1								
Professionals	2								
Technicians	3								
Sales Workers	4								
Office and Clerical	5								
Craft Workers (Skilled)	6								
Operative (Semi-skilled)	7								
Laborers (Unskilled)	8								
Service Workers	9								
Total	10								

Maximum Number Minimum Number

Figure 22 – VETS100 Form

5. File VETS 100A Report

Enter company information in this screen to complete the VETS-100A report. (Figure 23)

1. Change any accessible value on this screen.

(NOTE: To view definitions for any term on this screen, click the Help tab and open [VETS Frequently Asked Questions](#))

2. Click the SUBMIT button.

Home
Logoff
Help
Contact

Change Password
VETS

Back

New Hiring Location **Vets-100A**

-- Org Type --
-- Form Type --
MSC #
Period Ending

Company No.: T130254
EIN: 32-2322344

Name of Parent Company: Ho4 Test

Address: 2342 anywhere adfasdf MO 34567

County: Culpepper

Name of Primary Contact: Ima Test
Telephone: (555) 555-5555

Name of Hiring Location
Address
City
County
State
Zip

NAICS
DUNS
EIN

Please enter numbers greater than zero

Maximum Number
Minimum Number

Submit

Figure 23 – VETS 100A Form

6. Upload Electronic VETS 100/100A Reports

Follow these steps to upload an electronic VETS-100/100A report.

1. From the Main Menu screen, click Upload VETS-100/100A Electronic Submission which brings you to the screen as shown. (Figure 24)
2. For instructions on filing each type of form, click either the INSTRUCTIONS FOR VETS100A ELECTRONIC SUBMISSION or INSTRUCTIONS FOR VETS100 ELECTRONIC SUBMISSION button. (Figure 24)
3. Click the BROWSE button.
4. Navigate to the electronic file on your computer and click the UPLOAD FILE button.

(NOTE: If you need to upload both reports you will need to upload each one separately.)

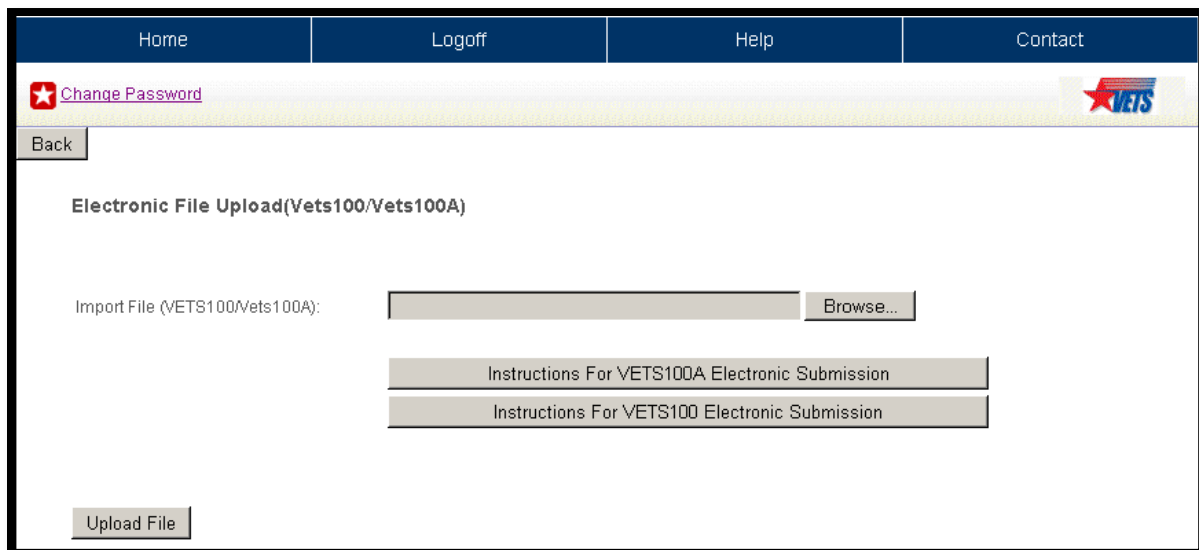
The screenshot shows a web application interface for uploading VETS 100/100A reports. At the top, there is a navigation bar with links for Home, Logoff, Help, and Contact. Below this is a secondary bar with a 'Change Password' link and a VETS logo. The main content area has a 'Back' button and a title 'Electronic File Upload(Vets100/Vets100A)'. It features a file upload section with a text input field labeled 'Import File (VETS100/Vets100A):', a 'Browse...' button, and two buttons for instructions: 'Instructions For VETS100A Electronic Submission' and 'Instructions For VETS100 Electronic Submission'. At the bottom left of the main area is an 'Upload File' button.

Figure 24 – Upload VETS100/VETS100A Electronic File

5. A message will either confirm the upload or explain why it was unsuccessful. (Figure 25)

(NOTE: If there are errors, you must make corrections and resubmit.)



Figure 25 – File Upload Status Message

7. Upload Electronic Multiple State Consolidated Hiring Location File

Follow these steps to upload an electronic multiple-state consolidated hiring location file:

1. From the Main Menu screen, click Upload Multiple-State Consolidated Hiring Locations
2. For instructions on filing each type of form, click the INSTRUCTIONS FOR ELECTRONIC SUBMISSION button. (Figure 26)
3. Click the BROWSE button.
4. Navigate to the electronic file on your computer and click the UPLOAD FILE button.

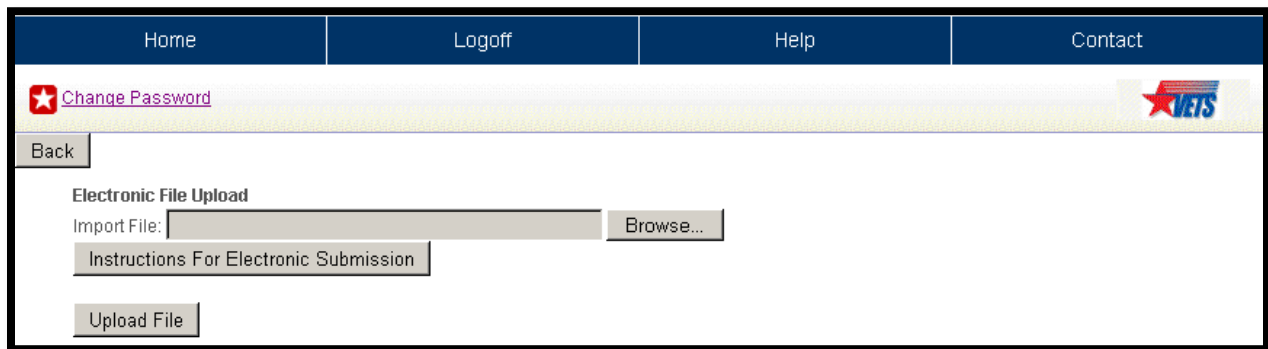
The screenshot shows a web application interface. At the top is a dark blue navigation bar with links: Home, Logoff, Help, and Contact. Below this is a light blue banner with a 'Change Password' link on the left and a 'VETS' logo on the right. The main content area has a 'Back' button in the top left. The title 'Electronic File Upload' is centered. Below the title is an 'Import File:' label followed by a text input field and a 'Browse...' button. Underneath the input field is a button labeled 'Instructions For Electronic Submission'. At the bottom of the form is a button labeled 'Upload File'.

Figure 26 – Upload Multiple-State Consolidated Hiring Locations Electronic File

5. A message will either confirm the successful upload or explain why it was unsuccessful. (Figure 27).

(NOTE: If there are errors, you must make corrections and resubmit.)

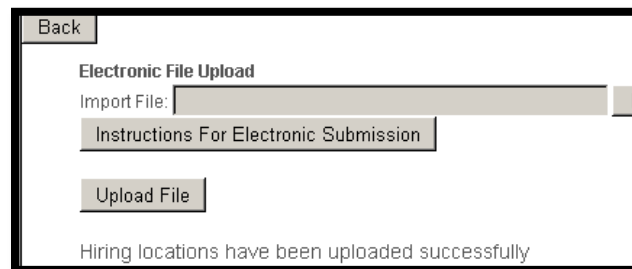
This screenshot shows a smaller version of the 'Electronic File Upload' form. It includes the 'Back' button, the title, the 'Import File:' field with a 'Browse...' button, the 'Instructions For Electronic Submission' button, and the 'Upload File' button. Below these elements, a status message reads: 'Hiring locations have been uploaded successfully'.

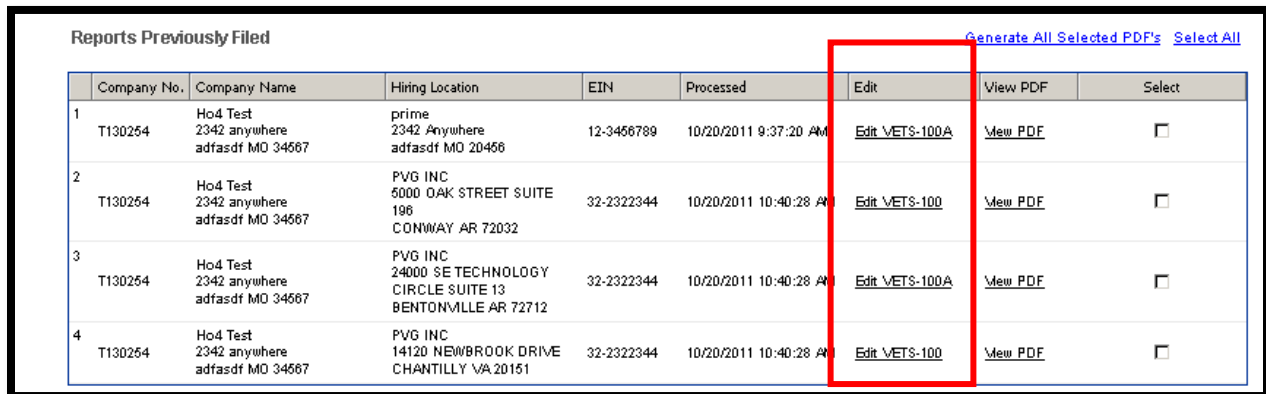
Figure 27 – File Upload Status Message

8. Edit Previously Submitted Reports

Follow these steps to edit a previously submitted report.

(NOTE: Once you have submitted a report, a list of all submitted reports will be located at the bottom of the Main Menu.)

1. Locate the report that needs to be edited.
2. Click either the Edit VETS-100 or Edit VETS-100A link in the report row. (Figure 28)




The screenshot shows a web interface titled "Reports Previously Filed". At the top right, there are links: "Generate All Selected PDF's" and "Select All". Below the title is a table with the following columns: Company No., Company Name, Hiring Location, EIN, Processed, Edit, View PDF, and Select. There are four rows of data. A red rectangular box highlights the "Edit" column, which contains links "Edit VETS-100A", "Edit VETS-100", "Edit VETS-100A", and "Edit VETS-100" for rows 1 through 4 respectively.

Company No.	Company Name	Hiring Location	EIN	Processed	Edit	View PDF	Select
1 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	prime 2342 Anywhere adfasdf MO 20456	12-3456789	10/20/2011 9:37:20 AM	Edit VETS-100A	View PDF	<input type="checkbox"/>
2 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 5000 OAK STREET SUITE 196 CONWAY AR 72032	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100	View PDF	<input type="checkbox"/>
3 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 24000 SE TECHNOLOGY CIRCLE SUITE 13 BENTONVILLE AR 72712	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100A	View PDF	<input type="checkbox"/>
4 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 14120 NEWBROOK DRIVE CHANTILLY VA 20151	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100	View PDF	<input type="checkbox"/>

Figure 28 – Edit Report Previously Filed

3. Make changes to any non-gray text. (Figure 29)
4. (NOTE: The parent company's information is gray and cannot be edited.)

[Home](#)
[Logoff](#)
[Help](#)
[Contact](#)

[Change Password](#)


[Back](#)

Edit Hiring Location **Vets-100A**

Prime Contractor
Single Establishment

MSC # 0
Period Ending 10/10/2011

Company No.: T130254
EIN: 32-2322344

Name of Parent Company: Ho4 Test

Address: 2342 anywhere adfasdf MO 34567

County: Culpepper

Name of Primary Contact: Ima Test
Telephone: (555) 555-5555

Name of Hiring Location prime
Address 2342 Anywhere

City adfasdf
County Culpepper
State MO
Zip 20456-

NAICS 123435
DUNS 12-345-6789
EIN 12-3456789

Please enter numbers greater than zero

Please enter numbers greater than zero

Maximum Number 3
Minimum Number 0

[Save](#)

Figure 29 – Edit Report Previously Filed

5. Click the SAVE button.

9. View Previously Submitted Reports

Follow these steps to view a previously submitted report

1. Locate the previously filed report to view.
2. Click the View PDF link in the report row.
3. The PDF will open in a separate window.

(NOTE: You need Adobe Acrobat viewer to view the PDF.)

1. To select more than one report, use the SELECT checkboxes.
2. Click the Select All link to choose all submitted reports. (Figure 30)

Home Logoff Help Contact

[★ Change Password](#)

Main Menu

Welcome, Company Number: T130254

Ima Test Ho4 Test
2342 anywhere
adfasdf MO 34567
[Update Company Info](#)

Report Wizard
Use the [Report Wizard](#) to determine which Report (VETS-100 or VETS-100A) your company is required to complete.

File a New Report
[File VETS-100 Report](#) [File VETS-100A Report](#)

Upload Electronic Files
[Upload VETS-100/VETS100A Electronic Submission](#) [Upload Multiple Establishment-State Consolidated Hiring Locations](#)

Reports Previously Filed

Company No.	Company Name	Hiring Location	EIN	Processed	Edit	View PDF	Select
1 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	prime 2342 Anywhere adfasdf MO 20456	12-3456789	10/20/2011 9:37:20 AM	Edit VETS-100A	View PDF	<input type="checkbox"/>
2 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 5000 OAK STREET SUITE 196 CONWAY AR 72032	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100	View PDF	<input type="checkbox"/>
3 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 24000 SE TECHNOLOGY CIRCLE SUITE 13 BENTONVILLE AR 72712	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100A	View PDF	<input type="checkbox"/>
4 T130254	Ho4 Test 2342 anywhere adfasdf MO 34567	PVG INC 14120 NEWBROOK DRIVE CHANTILLY VA 20151	32-2322344	10/20/2011 10:40:28 AM	Edit VETS-100	View PDF	<input type="checkbox"/>

[Generate All Selected PDF's](#) [Select All](#)

Figure 30 – Select Reports to View

Change Password

Follow these steps to change your password (including forgotten passwords)

1. Click [Change Password](#) or [Forgot Password](#) from the Home Page screen. (Figure 31)

The screenshot shows the VETS100 login page. At the top, there is a header for the 'UNITED STATES DEPARTMENT OF LABOR' and 'Veterans' Employment and Training Service'. Below this is a navigation bar with links for 'Login', 'Register', 'Help', and 'Contact'. A red box highlights the 'Change Password' link in the navigation bar. The main content area features the 'VETS100' logo and a section titled 'VETS100 Login, Current Cycle:2011'. An 'Important Note for all VETS100 Users:' is displayed, followed by a paragraph explaining a system change. Below the note, there are instructions on how to access the application, including links for 'Register for the 2011 cycle' and 'Forgot Password?'. A login form with fields for 'EMAIL:' and 'Password:' and a 'Login' button is also visible. At the bottom, there are links for 'Create New User for Existing Company' and 'Contracting Officer Registration Page', along with a 'Report Wizard' section.

UNITED STATES DEPARTMENT OF LABOR
Veterans' Employment and Training Service

Login Register Help Contact

★ Change Password

VETS100

VETS100 Login, Current Cycle:2011

Important Note for all VETS100 Users:

Due to a necessary system change, all historical user accounts and information were removed from the VETS100 system effective 10/31/2011. As a result, ALL USERS are required to complete a new registration for the VETS100 application. During the new registration process you will receive a new account and your company will receive a new Company Code. Only the new company code will allow you to access your account. It is important that you retain your new Company Code as it will be required if a new user needs to be added to your company's account in the future.

To access the VETS100 application, please choose from the options below:

1. To register a company for the 2011 cycle : [Register for the 2011 cycle.](#)
2. To log into the VETS100 system (for those who have registered for the 2011 cycle) :

EMAIL:

Password:

Login

3. If you have already completed a registration for the 2011 cycle but forgot your password: [Forgot Password?](#)
4. If your company has already completed a registration for 2011 cycle and you want to add another company contact person: [Create New User for Existing Company.](#)
5. If you are a Federal Contracting Officer and want to register for an account: [Contracting Officer Registration Page](#)

Report Wizard

Use the [Report Wizard](#) to determine which report (VETS-100 or VETS-100A) if any your company is required to complete.

Figure 31 – Links to Change Your Password

1. Enter your email address (Figure 32)
2. Click the RESET PASSWORD button.

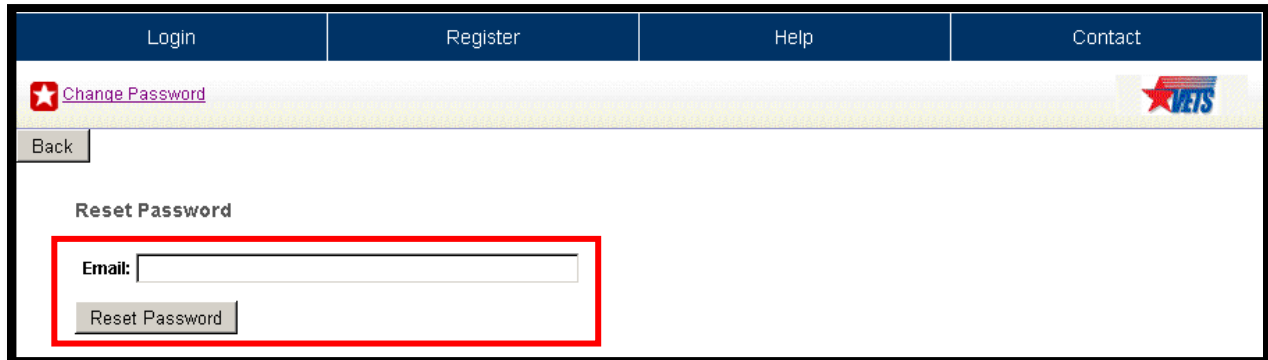
The screenshot shows a web interface for the VETS100 system. At the top, there is a navigation bar with links for 'Login', 'Register', 'Help', and 'Contact'. Below this, a 'Change Password' link is visible. The main content area is titled 'Reset Password'. It contains a 'Back' button and a form with an 'Email:' label and a text input field. A red rectangular box highlights the email input field and the 'Reset Password' button located directly below it.

Figure 32. Reset Password

3. An email will be sent to your chosen account. (Figure 33)

The screenshot displays an email message. The salutation is 'Dear New User,'. The email address is 'newuser@newcompany.net'. The body of the email instructs the user to confirm their VETS-100 registration by clicking on a link below. The link is 'Confirm Vets100 Reporting System Registration'. It also provides an alternative path: 'If you do not see a link, please visit: https://webapps.doi.gov/vets100/regconfirm.aspx and copy and paste the following information in the "Registration Code" box.' The registration code is '7AC8A3J646DB454EB3C4X45678D1F52E2D4532Z'. Finally, it offers assistance: 'If you need any assistance, Please contact the Vets100-CustomerSupport at: 1-866-237-0275 or send an email to: Vets100-CustomerSupport@doi.gov'.

Figure 33. Reset Password Email

4. Open the email message and click the Confirm VETS-100 Reporting System Registration link to proceed.
5. When the VETS system loads in your browser, you will be prompted to reset your password.